



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE BULLETIN 1710

From: Commander
To: Distribution List

Subj: YEARLY ROTATION OF FUND DRIVE RESPONSIBILITIES

Ref: (a) Executive Order 12353
(b) Executive Order 12404
(c) Code of Federal Regulations Title 5, Code 950
(d) SECNAVINST 5340.7

1. Purpose

a. This Bulletin outlines rotational responsibilities for the conduct of the yearly fund drives aboard Marine Corps Base, Quantico.

b. The goal of conducting rotation is to minimize burden on any single division, to gain new perspective/fresh ideas each year, and to maintain energy/enthusiasm for the campaign, while maximizing contributions to the worthy causes represented in the fund drive.

2. Information

a. Combined Federal Campaign (CFC). Each fall, the CFC Fund Drive provides Federal employees (military, civilian, and non-appropriated fund/Marine Corps Community Services (MCCS)) with the opportunity to donate, via cash/check/allotment form, to any of a listing of several thousand civilian charities covering a broad spectrum of services. The Quantico regional CFC covers areas south of the National Capital Region, but north/west of Dahlgren and Fort AP Hill who each have their own local CFCs. The CFC coordinator leads the Local Fund Coordinating Committee (LFCC) (made up of representatives from across Quantico). The LFCC selects/oversees the Principle Campaign Fund Organization, which is a local non-profit organization who acts as a "fund administrator" for the Quantico CFC. The Office of Personnel Management oversees CFC regulations in accordance with references (a) through (c).

b. Navy-Marine Corps Relief Society (NMCRS). Each spring, the NMCRS Fund Drive provides the opportunity to donate via cash/check/allotment form to the national NMCRS toward services

to our own sailors and Marines. The local NMCRS chapter aboard Quantico assists in distribution of these funds, and assists with the fund drive. Solicitation is limited to sailors and Marines. The Secretary of the Navy oversees NMCRS regulations in accordance with reference (d).

3. Action

a. Each division who assumes rotation will upkeep turnover binders, lessons learned, and detailed procedures to preserve experience and maximize the efficiency of each year's fund drive. Turnover will include Plan of Action/Milestones Checklist, Installation Organizational Charts, points of contact, and applicable directives.

b. Below are the rotational responsibilities for the NMCRS and CFC fund drives. Past years are shown for historical purposes.

<u>Calendar Year</u>	<u>NMCRS</u>	<u>CFC</u>
2009	Naval Health Clinic, Quantico	G-7
2010	G-4	SctyBn
2011	RSU	G-1
2012	HqSvcBn	SJA
2013	G-6	G-3
2014	PAO	G-5
2015	G-7	Safety

(1) Divisions with limited military personnel will not assume responsibilities for the NMCRS fund drive.

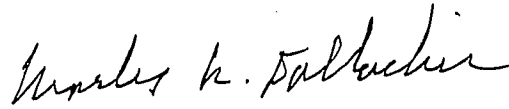
(2) Due to a conflict of interest, the below divisions will not assume responsibilities for the fund drives.

(a) Base Budget & Financial Management Office.

(b) MCCR - (Parent organization of some charities listed in the CFC).

(c) Counsel.

c. Cooperation among the divisions is essential; the focus of each year's campaign must be to maximize support for the very needy recipients of our donations. Each division will serve on the LFCC; past NMCRS coordinators will closely advise new NMCRS coordinators/assist in planning.



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